

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No.** 1682

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**Agency**

Maryland Department of Agriculture

**Division/Unit**

Pesticide Regulation Section

**Item  
No.**

**Description**

**Retention**

Supersedes Schedule 936-14 & 936-14A

1.

**Business and Public Agencies**

All businesses and public agencies are required by State law to be licensed before they can do any pesticide work in Maryland. File contains original business application and public agency permit application, inspection forms (MDA-D-336), renewal forms (MDA-D-353) as well as a copy of the insurance certificate for commercial and businesses.

Retain while active and until applicant fails to renew, then transfer to the inactive file (Item 5).

2.

**Certified Applicators, Commercial and Public Agency Applicators.**

File contains the original certification application (MDA-D-323) and renewal forms (MDA-D-355) as required by State law.

Retain while active and until applicant fails to renew, then transfer to inactive file (Item 5).

3.

**Private Applicator, Pesticide Businesses and Public Agencies File Cards**

These cards are maintained as a cross reference to the main file and provide such information as licensee, county, company licensed with and certified applicator.

Retain in office. Update on a regular basis to maintain files integrity.

4.

**General Correspondence**

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, and other miscellaneous paper relating to the administration of the Pesticide Applicators Law Section.

Retain for three (3) years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Hall of Records.

Schedule Approved by Department,  
Agency,  
or Division Representative.

Date 6-5-95

Signature Nancy Cox

Typed Name NANCY COX

Title Secretary

Schedule Authorized by State Archivist

Date AUG 8 1995

Signature Edward C. Saperstein

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Item No.	Description	Retention
5.	<u>Inactive Businesses and Inactive Applicators</u>  File contains the record of each business and/or applicator that has not renewed his/her license or certificate in any given year. See Items 1 and 2 for active records.	Retain for two (2) years, then destroy.
6.	<u>Complaint Files</u>  Contains complaints against pesticide companies as well as related correspondence and miscellaneous information pertaining to the investigation.	Retain until case is closed and for seven (7) years thereafter, then destroy.
7.	<u>Exam Files</u>  Contains applications for examinations (MDA-D-323) and answer sheets for those who were not issued a permit or certificate.	Retain for one (1) year, then destroy.
8.	<u>Reference Files</u>  File is maintained as a library of reference material for informational purposes only.	Retain in office. screen regularly to destroy that material which is superseded or has ceased to merit any reference value.

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Agency,  
or Division Representative.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Typed Name \_\_\_\_\_

Title \_\_\_\_\_

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